Managing a Permit Application through the Public Portal

Permit applications can be submitted and viewed through the Public Portal. You must be logged in to the Public Portal to submit and view a permit application.

1. **Accessing your permit application.** Click Go in the My Portal section from the home page.
2. Select **My Applications** on the right hand side.

3. To see applications that are in progress, select from your permits under the **Applications in Progress** section. To see submitted applications, select from your permits under the **Active** section, this is where your issued permits will be, as well as any new submitted permit applications.
4. Select the permit you would like to view.

If you recently submitted an application and you would like to see what steps there are for approval, select the **Active** permit and scroll to the bottom of the page, select the **Permit Approval Steps** dropdown to see what review steps have been completed for your application.
5. If your permit application is ready to be paid for you may do so through this page, as well. Select PAY ONLINE in the bottom right hand corner. SmartGov will navigate you to the checkout page where you can enter your credit card information.
If you would like to pay another way, please contact the corresponding permit application’s department to coordinate.

6. Once all approval steps have been completed by County staff and your permit has been paid for, you may issue your permit through the portal. You will receive this email indicating your permit is **Ready To Issue**.

Select the green **View** button to access your permit, or follow along with the above steps 1 through 4.

7. At the bottom right hand corner of your permit, select **ISSUE MY PERMIT**.
One-And Two-Family Dwellings - New
Building Safety and Construction
Permit Number NEWRES-2023-001 Ready To Issue

Please complete the following information to submit your permit application.

- My Project
- Permit Contacts
- Permit Details
- Permit Submittals
- Permit Parcels
- Permit Fees
- Permit Inspections

Current Fees $0.00
Additional fees may be required

At least 1 file must be uploaded for each submittal requirement
There are 43 required inspections for this permit

Your permit is ready to issue.

ISSUE MY PERMIT
8. Under Permit Notes you will find your permit print out to have on your project site (if applicable). Select PERMIT PRINTOUT-LAYOUT B. pdf

You can now download the pdf.

9. Please read over your permit for any required inspections and/or conditions you must comply with before you can close the permit.